

# Quotation Request //

## US Government Publishing Office

Agency Publishing Services  
732 North Capitol Street, NW  
Washington DC 20401-0001

**JACKET:424-678 R-2**

**Quotations are Due By:**  
**(Eastern Time)11:00 AM on 08/31/2023**

**Submit Quotes Online, unless otherwise instructed, via: <https://contractorconnection.gpo.gov/openjobs.aspx>  
Contractor must provide mandatory W-9 form before GPO makes payment.**

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**TITLE:** Return Address - Catalog Envelopes (Peen n Seal)

**QUANTITY:** 60000 Catalog Envelopes, Peel-N-Seal, with Security Tint plus one (1) set of PDF digital deliverable.

R-1: Increased quantity

R-2: Size and Schedule

**SUBCONTRACTING:** Contract Clause 6, "Subcontracts," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)), is modified to permit subcontracting of the presswork for envelope manufacturers and construction of envelopes for printing firms.

**SUBMISSION OF QUOTES:** Vendor to submit quotes via Quick Quote (<https://contractorconnection.gpo.gov/OpenJobs>). Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported prior to bid opening time to APS DC on 202-262-7722

**TRIM SIZE:** 9 x 12 (after construction)

**SCHEDULE:**

Furnished Material will be available for pickup by 09/08/2023

Deliver complete (to arrive at destination) by 10/05/2023

F.O.B. destination

**QUALITY LEVEL:** 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

**DESCRIPTION:**

DIGITAL PRINTING NOT ACCEPTABLE.

**PRINTING:** Envelopes prints face only (after construction) on the opposite side of the seams in Pantone 288 Blue. Image consists of 6 lines of type matter, agency seal. No bleeds.

**SECURITY FEATURE:** Print or tint envelope on the inside (back before construction) in black ink, lining not acceptable. Contractor may use his own design but must guarantee that the product will ensure complete opacity and prevent show through of any material contained therein.

**CONSTRUCTION:** Open Side Envelope (Catalog Style), with side seams, and 1-3/4" flap, with thick peel-n-seal.

**DIGITAL DELIVERABLES:** Upon completion of the order, the contractor must furnish final production native application files and final production files converted to a single simple Acrobat PDF file "Optimized for Press" with proper color mode with the furnished material. The digital deliverables must be an exact

representation of the final printed product.

**WARRANTY:** Contract Clause 15, "Warranty", of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) is amended for the solicitation to the effect that the warranty period is **EXTENDED** from 120 days to one calendar year from the date the check is tendered as final payment. All other provisions remain the same

**MATERIAL FURNISHED:** Contractor to receive. Via email after award.

Purchase order.

One (1) Word Doc. Contractor to resize file to fit a 9 x 12" catalog envelope. (Original file set up for 6 x 9" Catalog Envelope)

GPO Form 892C (R. 12/17) Proofs.

GPO Form 917 (Certificate of Selection).

GPO Form 2678 (departmental random copies-blue label).

Contractor can download the "Labeling and Marking Specifications" form (GPO Form 905, R. 7-15) from gpo.gov, fill in appropriate blanks, and attach to shipping containers.

Prior to image processing, the contractor is responsible for performing a basic check (preflight) of the furnished publishing files to assure accurate output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file imaging must be reported to the contract administrator in sufficient time to comply with the shipping schedule.

In addition, the contractor is responsible for creating or altering any necessary trapping, setting proper screen angles and screen frequency, and defining file output selection for the imaging device being utilized. All furnished files must be imaged as necessary to meet assigned quality level.

**PAPER:** \* Must be in accordance with JCP Paper Specification Standards in effect on date of this order JCP Code\* V20, Writing Envelope; White, Basis Size 17 X 22", 28 lbs., peel-n-seal

**COLOR OF INK:**

Pantone 288 Blue, with Black security tint

**PRINT PAGE:** See Above

**MARGINS:** Adequate Gripper.

Follow electronic file.

**MUST** follow USPS regulations.

**PROOFS:**

E-MAIL PROOFS (indicate margins): **CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT"**. One set of E-Mailed Electronic Page Proofs. Contractor to submit one Press Quality PDF soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

E-Mailed proofs and sample material (marked with Jacket/Req. Number plus return name and E-Mail

address) directly to the Agency at Kimberly.A.Fitzgerald@uscg.mil & Anthony.D.Smith@uscg.mil and poneal@gpo.gov . Contractor must call GPO Contract Compliance Section at (202) 512-0520 immediately upon E-Mailing proofs and immediately upon receiving the returned proofs (or OK E-Mail) back from the Department. Proofs will be withheld not more than 2 workdays from receipt at the Department to receipt in the contractor's plant.

-After PDF Approval-

**PRIOR TO PRODUCTION SAMPLES:** Prior to the commencement of production of the contract production quantity, the contractor shall submit five (5) samples to: USCG National Maritime Center, 100 Forbes Drive, Martinsburg, WV 25404, ATTN: Kimberly Fitzgerald (304-433-3680). All samples will be tested for conformance of material(s) and will be tested for usage on the specified equipment and/or for construction. The container and accompanying documentation shall be marked PREPRODUCTION SAMPLES and shall include the GPO jacket, purchase order, and program numbers. The samples must be submitted in sufficient time to allow Government testing of the samples and production and shipment in accordance with the shipping schedule.

The Government will approve, conditionally approve, or disapprove the samples within (3) workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefor. If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

In the event the additional samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with Contract Clause 12, "Notice of Compliance with Schedules," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)).

Manufacture of the final product prior to approval of the sample submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs, including the costs of all samples shall be included in the contract price for the production quantity.

**CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT".**

All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.



- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in a timely manner may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

**PAYMENT:** Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing.

Instruction for using this method can be found at the following web address:  
<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

**Attachment(s):** Attachment(s) is/are part of the specification, click 'Download Attachment(s)' link below to view and print the attachments that are part of these specifications.

**Download Attachment(s):** <http://contractorconnection.gpo.gov/download.aspx?Jacket=424678>